



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT # 15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

EACG

14 APR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eighth Army Policy Letter # 21 - Non Tactical Vehicle (NTV) Official Use, Assignment and Leasing

1. REFERENCES.

- a. Title 31, United States Code, Section 1344
- b. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 10 AUG 04
- c. DoD 4500.36R, Management, Acquisition and Use of Motor Vehicles, 3 AUG 04
- d. DoD 5500.7-R, Joint Ethics Regulation, AUG 93

2. PURPOSE. This policy letter provides guidance on the policies and procedures for official use, assignment and leasing of Army nontactical vehicles (NTV) and sport utility vehicles (SUV).

3. APPLICABILITY. This policy is effective immediately and applies to all military, DoD civilians, and DoD invited contractors using Army vehicles.

4. DEFINITIONS AND ACRONYMS.

a. Class A dispatch— Continuing Assignment: For individuals designated by the Secretary of Defense or Secretaries of the Services.

b. Class B dispatch— Recurring: NTVs assigned to a unit for daily recurring official business.

c. Class C dispatch— Pooled Vehicles: NTVs not covered under Class A or B; includes vehicles available in the Transportation Motor Pool (TMP) for daily dispatch.

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5. OFFICIAL USE OF NTVs.

a. The use of Army-owned or controlled NTVs is for official purposes only. Examples of official and restricted uses of NTVs include: (Not all inclusive)

(1) Official Events. The use of an Army NTV must be essential to the successful completion of a DOD function, activity, action, or operation, and is consistent with the purpose for which the vehicle was acquired. Commanders, with advice from judge advocates, determine what constitutes an official event and approve NTV use within the parameters allowed by regulation and policy.

(2) Official Ceremonies. Generally, NTVs may be used by government employees, either military or civilian personnel, actively participating in official ceremonies (e.g., changes of command, parades, promotions, retirements, unit activations/inactivations, funerals, military field demonstrations, parades and similar events) or for senior military or civilian officials attending such official ceremonies in their official capacity.

(3) Authorized Activities. NTVs may be used to support authorized activities such as installation sponsored athletic teams or morale, welfare, and recreation groups; patient therapeutic programs; and chaplain programs when it has been determined by the commander that failure to provide such service would have an adverse effect on the morale of service members, family members, and DoD civilians. Transportation may be provided to or from an appointment scheduled by the Army that requires a Soldier's attendance (e.g., records checks, physical, dental, or hospital outpatient appointments) versus a doctor's appointment made by the Soldier.

(4) Transportation to an Employee's Residence. NTVs are not authorized to transport government employees between their home and their place of duty or employment. All transportation to official after-hours ceremonies or events must begin and end at the employee's normal place of duty. This does not, however, preclude movement of groups of enlisted Soldiers between troop billets and duty areas when the commander determines that such movement is incident to the performance of duty.

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(5) Personal Errands or Side Trips. NTVs are not authorized for personal errands or side trips unless the rules for temporary duty (TDY) status apply (see Paragraph 6). For example, a government employee, not on TDY status, is not authorized to drive a NTV to a bank to cash a personal check or to the dry cleaners to pick-up dry cleaning even if the bank or dry cleaners is on the exact route to or from a location/event where use of the NTV is authorized and no additional mileage or usage to the NTV is incurred. NTVs cannot be used for transportation to or parked at, commissaries, post exchanges (PXs) (including all concessions), bowling alleys, officer and non-commissioned officer clubs, unless that employee is on official government business or TDY. In addition, NTVs cannot be used to pickup or deliver items or supplies that are required for any unofficial functions or activities such as office coffee funds or office luncheons.

(6) Employees on TDY status. For employees on TDY status use of a NTV is authorized for transportation between locations where the person's presence is required for official business and their temporary lodging. Further, in the absence of regularly scheduled public transportation, or where its use is impractical, an employee on TDY status may operate a NTV between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which fosters the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (e.g., professional sports, concerts, etc.) is not authorized.

(7) Transportation of a Spouse. Spouses of government employees are only authorized transportation in a NTV when accompanying their employee spouse. Additionally, the NTV use is for an official purpose, and there must be space available. Using a larger or additional NTV to transport a spouse is not authorized.

b. The consumption of alcoholic beverages and smoking in NTVs are prohibited.

c. All personnel who use NTVs are to adhere completely with the provisions of AR 58-1, paragraphs 2-3 and 2-4, and this policy.

6. ASSIGNMENT OF NTVs.

a. NTVs will not be assigned to units: (1) when current vehicles already assigned to the unit could satisfy the requirement; (2) when solely based on rank,

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position, prestige, or personal convenience; and (3) when the area support activity TMP has assets available for dispatch that can satisfy most nonrecurring requirements.

b. NTVs will not be assigned to units on a permanent basis without full justification as to why established shuttle buses, Class C dispatch support, or other scheduled commercial bus or train (such as the Korea Train Express) services are inadequate to satisfy mission requirements.

c. Underutilized NTVs will be identified by area TMPs and returned to the respective TMPs for inclusion in the Class C NTV pool. Special purpose NTVs on Class B dispatch will be exempt.

d. As installations draw down or close, the IMA KORO Logistics Branch will direct the redistribution of NTVs among the four area support activities. Priority will be given to replace over age and over mileage NTVs and to fill authorized shortages documented on the table of distribution and allowances.

e. Special purpose, non-passenger vehicles, such as installation emergency vehicles (ambulances, fire trucks, military police, maintenance vehicles, etc.) are authorized a Class B dispatch.

f. Eighth Army staff is authorized a maximum of two Class B dispatches per primary staff section and O-6 staff section. General Officer level MSCs are authorized a maximum of two Class B dispatches per primary staff section. Brigade level organizations are authorized a maximum of two Class B dispatches and battalions are authorized a maximum of two Class B dispatches. Additional NTV passenger requirements will be filled by area Class C dispatch support TMPs.

7. LEASE OF NTVs. Leasing NTVs is costly and will be kept to a minimum. Use of pooled NTVs as well as use of existing shuttle services or commercial transportation is required before considering leased NTVs. All requests for lease of NTVs must be fully justified, endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command and submitted to the servicing area Installation Transportation Officer (ITO).

a. Long Term Lease: There will be a periodic review of all long term NTV leases conducted by the Principal Offices/Units semi-annually and submitted to the Unit Resource Manager. The Unit Resource Manager will then submit to the Eighth Army G8.

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b. Short Term Lease: Short-term leases will not exceed 7 days, except during major combined and joint exercise periods, or other circumstance where a monthly rental is more cost advantageous to the government. Approval for short-term lease is the first O-6 level commander or O-6 principal staff officer in the chain of command.

8. Authorized Use of SUVs. Rules concerning the authorized use of NTVs also apply to use of SUVs with the following additional restrictions. SUVs will not be acquired or used to enhance the comfort or prestige of any individual, regardless of grade or rank. The smallest, most fuel-efficient vehicle capable of meeting mission requirements must be used. When a Class II sedan or light duty pickup truck meets mission requirements, a larger and more prestigious SUV will not be used, except for special requirements (i.e., inclement weather or off-road use). SUVs will also not be used exclusively as a passenger-carrying vehicle when a sedan, van, carryall, bus, taxi, or public transportation would meet mission requirements.

9. Commanders and supervisors at all levels are expected to rigorously enforce this policy. Through effective and efficient use of our assigned NTVs for official use only, we realize great cost avoidance and project a favorable public image.

10. Exceptions to this policy will be authorized by the Commanders of 2ID and 19th TSC, the Director of the Korea Region of IMA (KORO), and the Eighth Army Chief of Staff. This authority will not be delegated.

11. Points of contact are the Eighth Army G4 at DSN 723-6805 and the IMA KORO Director of Logistics at DSN 723-7302.

A handwritten signature in black ink, appearing to read "Charles C. Campbell", with a large, stylized flourish extending to the right.

CHARLES C. CAMPBELL
Lieutenant General, USA
Commanding

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